

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 30th January 2019 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr M Giles																																																				
	Cllr CA Allan	Cllr J Langley																																																				
Absent:	Cllr B Cordery																																																					
	<u>Agenda Item</u>	<u>Action</u>																																																				
114/18-19	1. Apologies – Cllr B Dance & Cllr CD Allan have another engagement, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.																																																					
115/18-19	2. Declaration of Interests – Cllr CA Allan declared an interest in agenda point 11, which will be moved to last item on the agenda when Cllr CA Allan will leave the meeting.																																																					
116/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 8th January 2019. The Clerk reported that after nominations for the Buckingham Palace Garden Party had been received, Cllr M Giles was put forward and good news he has been chosen as one of the three Wiltshire Local Cllrs that will be attending.																																																					
117/18-19	4. Financial Statement to end month – The Clerk reported that LTC is still within their budget for ¾ of the way through the financial year. The Clerk also reported that Santander 6 month time deposit account is up for renewal, the interest was at .45% to renew with the same account the new interest rate would be .45%, and .60% if invested for 12 months. The committee discussed and taking into consideration that Auditors have requested a financial review renewal for 6 months would be best then LTC can access quicker if needed. Cllr M Giles proposed that LTC go with a renewal to a 6 month time deposit, Cllr J Langley seconded, all agreed and resolved. Clerk to contact Santander to arrange.	Clerk																																																				
118/18-19	5. Bills for payment <u>BILLS FOR PAYMENT – Received to date for January 2019 Finance meeting</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Payments</th> <th style="width: 15%;">Method</th> <th style="width: 15%;">Cost</th> <th style="width: 10%;">VAT</th> </tr> </thead> <tbody> <tr> <td>Aster Living - Office security</td> <td>Direct Debit</td> <td>£20.28</td> <td></td> </tr> <tr> <td>Virgin Business - Telephone and broadband</td> <td>Direct Debit</td> <td>£70.18</td> <td>£11.70</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Office</td> <td>Bank Transfer</td> <td>£0.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Car park</td> <td>Bank Transfer</td> <td>£0.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Cemetery</td> <td>Bank Transfer</td> <td>£0.00</td> <td></td> </tr> <tr> <td>British Gas - Electric bill for Centenary garden</td> <td>Direct Debit</td> <td>£22.31</td> <td>£1.06</td> </tr> <tr> <td>*Odd Job Barry – play area contract (December)</td> <td>Bank Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td>SLCC - Alison Jarvis ILCA registration</td> <td>Bank Transfer</td> <td>£118.80</td> <td>£19.80</td> </tr> <tr> <td>*Reads Gifts - Glass medals for Freedom of Town</td> <td>Bank Transfer</td> <td>£45.91</td> <td></td> </tr> <tr> <td>*Alison Jarvis - Admin Services (w/e 11/1/19)</td> <td>Bank Transfer</td> <td>£150.00</td> <td></td> </tr> <tr> <td>*Roxanne Foster - deposit for Easter Disco</td> <td>Bank Transfer</td> <td>£20.00</td> <td></td> </tr> <tr> <td>Gavin Jones - Reinstatement of sunken and raised</td> <td>Bank Transfer</td> <td>£295.49</td> <td>£49.25</td> </tr> </tbody> </table>		Payments	Method	Cost	VAT	Aster Living - Office security	Direct Debit	£20.28		Virgin Business - Telephone and broadband	Direct Debit	£70.18	£11.70	Wiltshire Council - non-dom rates - Office	Bank Transfer	£0.00		Wiltshire Council - non-dom rates - Car park	Bank Transfer	£0.00		Wiltshire Council - non-dom rates - Cemetery	Bank Transfer	£0.00		British Gas - Electric bill for Centenary garden	Direct Debit	£22.31	£1.06	*Odd Job Barry – play area contract (December)	Bank Transfer	£455.00		SLCC - Alison Jarvis ILCA registration	Bank Transfer	£118.80	£19.80	*Reads Gifts - Glass medals for Freedom of Town	Bank Transfer	£45.91		*Alison Jarvis - Admin Services (w/e 11/1/19)	Bank Transfer	£150.00		*Roxanne Foster - deposit for Easter Disco	Bank Transfer	£20.00		Gavin Jones - Reinstatement of sunken and raised	Bank Transfer	£295.49	£49.25
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	grave plots			
	DSN Marketing Ltd - tablet cases	Card Payment	£172.20	£28.80
	*Ludgershall Memorial Hall deposit for Maurice			
	Freedom event	Bank Transfer	£50.00	£0.00
	St James Parochial Church - hire of Hall for interviews	Bank Transfer	£60.00	
	*Peninsula - HR services	Bank Transfer	£124.50	£20.75
	*DCK Accounting Solutions (January payroll)	Bank Transfer	£30.00	£5.00
	Shred-it - Jan 19	Bank Transfer	£78.06	£13.01
	*Gavin Jones - grounds maintenance November (late invoice)	Bank Transfer	£687.66	£114.61
	*Reads Gifts - Medal boxes for Freedom of Town	Bank Transfer	£122.10	£13.07
	WH Smith - Comment book for Maurice Freedom event	Card payment	£7.99	
	*Choices Hire - Hire of glasses for Freedom event in Feb 2019	Bank Transfer	£37.44	£6.24
	*Mr C Allen - payment for Buffet for Freedom event Feb 2019	Bank Transfer	£700.00	
	Asda - Freedom of Town drinks and office clock	Card Payment	£90.72	
	*Mark Fell - Scroll for Freedom event	Card Payment	£90.00	
	Tesco - office supplies	Card Payment	£5.00	
		Total	£3,453.64	£277.05
	* permission to pay these invoices after Finance & Policy			
119/18-19	<p>6. <u>Committee Reports – Civic Events</u> – Cllr CA Allan asked for the committee to agree a petty cash amount of £30 for Easter prizes for the Easter Disco, the committee agreed. The clerk requested the budgets for the Freedom event on 02/02/19 be agreed as follows; £85 drinks for toast, £38 hire of glasses, Framing of scrolls £90. Also requested was agreement to buy 4 medals, cases & ribbons, one for this Freedom and 3 in advance to be used over the coming years costing approx. £170.00 for all 4, this costing along with the scrolls is to go to the democratic costs budget for regalia. The committee discussed and all items were agreed, clerk to sort asap. Allotment, Cemetery & Car park – Cllr J Langley asked that F & P agree to a cost of £155.00 to clean both inside/outside gratings on the toilets, £46.76 +VAT to clear shrubs around skip & £30 for repairing the gate for Bell Street Allotment at the Coronation Road entrance. Committee agreed, clerk to action. Recreation, Leisure & Environment – Clerk asked on behalf of the RLE committee that F & P agree to the following costs; £4,000.00 for the replacing of rivets to the skateboard park, repairs to wet pour surrounding the multiplay area and new concrete surface under Teen Shelter, £2350 for conipave hardwearing surface to go under double gateway & £450 to remove spinner at Pretoria Road playground and make safe. F & P discussed and agreed these quotes be accepted, Clerk to action. Cllr J Langley & the Clerk stated that both committees had discussed a preferred general maintenance contractor and voted Beechfields as that choice at £25 per hour. The committee discussed and asked the Clerk to confirm with Beechfields.</p>			
				Clerk
				Clerk
				Clerk
				Clerk
120/18-19	<p>7. <u>Grants</u> – Castledown FM have sent in their request for their agreed grant of £2500.00, thanking LTC for their support throughout 2018. They have asked for a representative to liaise with them during 2019, as Cllr M Giles already goes to them once a month, he volunteered to be that contact. Clerk to raise payment of Grant after ratification at next FTC.</p>			
121/18-19	<p>8. <u>Website Accessibility</u> – Hightrees have updated LTC website where applicable and will be meeting with Clerk to confirm any changes that the office may need to do.</p>			Clerk
122/18-19	<p>9. <u>Correspondence</u> – a) Smart meters link on website – the Clerk has been asked by a company that states they are supporting the Government with regards to being ready for</p>			

	the smart meter switch, to put a link on LTC's website. The committee had reservations and asked Clerk to state LTC would not support this. b) Update on Buckingham Palace Garden Party – Cllr M Giles was put forward from LTC, and has been picked as 1 of the 3 Cllrs from Wiltshire to attend.	Clerk
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
121/18-19	10. <u>Salaries/ training/office</u> – Clerks pay scale/job evaluation – The Clerk was put on a temporary scale of pay in Oct 2017 until the staffing committee could reevaluated appropriately. The Chair explained to F&P how this was accomplished and the outcome. There are 4 scales and 3 sets of ranges within each scale and points within each range (the highest point of which is LC4 point 63). The National Association of Local Councils evaluate each scale by using 8 elements which help to position the Job in the correct scale and range. When first evaluated the position will be at the bottom of one of the ranges and then the Clerk can earn extra points with either passing exams or if the Council feel that she has excelled within this range. To evaluate the job, the scales/ranges are looked at with what the council requires, the size of the council, what it is responsible for and what is expected of the Clerk/RFO. The 26 page questionnaire which was completed early in the 2018 and agreed by Staffing committee as accurate, has been used. The staffing committee, Peninsula (HR) and the Clerk have discussed over many months where the evaluation should end up. The Staffing Committee resolved to assess the job at LC2 point 35, to start from 01/04/2018. The Chair asked F&P to approve, after discussion all agreed, after ratification at FTC the Clerks contract will reflect this change and back pay calculated. Admin read out relevant January salaries and overtime together totaling £2463.08, exact figures will be available at FTC. Admin Assistant has registered to start ILCA awaiting confirmation from SLCC, Clerk has passed first stage of CILCA. Fridays in the office are still difficult with people ignoring the closed sign, the Clerk asked for a budget of £100 to order 6 blinds, all agreed, clerk to order. The Clerk reported back from the SLCC Wiltshire branch meeting, precepts of fellow Towns & Parishes in Wiltshire the lowest was 2.5%, highest 37% but on average others requested between 4 & 9%. She also reported that other local councils have had problems with getting CIL monies from Wiltshire Council and this is something that she and others are now working on producing an accurate way of knowing where we stand against what is owed.	
	The Committee agreed to swap the following 2 items over from the order of the agenda to facilitate a smoother running of the meeting.	
122/18-19	11. <u>Memorial Hall committee Representative</u> – The Chair addressed the meeting and reiterated that as this item is confidential that information should not go outside of this meeting before the appropriate parties have been informed. The matter was discussed and a motion tabled that the Cllr in question be removed from the committee and a new Cllr put in place. The motion was proposed by Cllr J Langley and seconded by Cllr M Giles, the committee resolved to inform the Cllr at a meeting 5th February 2019. Clerk to action.	
	Cllr CA Allan left the meeting.	
123/18-19	12. <u>Formal Cllr complaint</u> – update- on meeting on 11th January 2019 which was attended by the complainant whereby notes were taken by the Clerk. The Chair asked the complainant if they still wanted to pursue the action and the answer was affirmative. However the Cllr that the complaint was about was unable to make their meeting on that day. After the Pursuer left, the committee members asked the Clerk to contact Wiltshire Council for advice and pay if necessary, Cllr M Giles had proposed Cllr B Cordery had seconded all at that meeting agreed. This decision was discussed and formally minuted that the F & P committee agree with this motion. The Clerk has made	Clerk

	contact and is awaiting further information. Also going forward, in regard to this matter LTC requires a process on how to handle breaks in the code of conduct and complaints regarding Cllrs. The Clerk was asked to set up a subcommittee, suggestions were Cllr B Cordery & Cllr V Dixon, Clerk to ask if they would be interested and to set up meetings ASAP.	
113/18-19	13. <u>Agenda points for next month</u> – Insurance for Playgrounds.	

There being no further business to discuss the meeting closed at 9.00pm.

Next meeting will be held on 27th February 2019 at 7pm, in the Town Council Office.

Signed.....Date.....